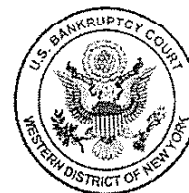




United States Bankruptcy Court  
Western District of New York



Case Management/Electronic Case Filing  
Readiness Checklist

Please use the following checklist to track your readiness to begin using the Case Management Case Filing System (CM/ECF). Only one form per firm is necessary.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ / \_\_\_\_\_

1.	My office has a personal computer. Minimum system requirements: <ul style="list-style-type: none"><li>• Pentium processor</li><li>• 16 MB of RAM (24MB for Windows NT; 32 MB if scanning documents)</li><li>• 40 MB of available hard disk space</li><li>• Windows 3.1 or above</li></ul> -OR-My office has a Macintosh. Minimum system requirements <ul style="list-style-type: none"><li>• 68020 processor or Power Macintosh</li><li>• 16 MB of RAM</li><li>• 40 MB of available hard disk space</li><li>• Apple System software version 7.1.2 or later</li></ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	A PDF- compatible word-processing program, such as WordPerfect or Word, is installed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	I have internet access. If it is by modem, it operates at 56 kbs or faster. High speed internet access is recommended, but NOT required (i.e., cable, DSL, etc).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	I have an internet service provider, using point-to-point protocol (PPP). America Online is NOT endorsed for use with ECF. It is recommended that the provider is capable of a minimum connection speed of 56 kbs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Netscape Navigator version 4.6x or 4.7x or Internet Explorer 5.5 is installed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	I have Adobe Acrobat software version 4.0 or greater (Acrobat reader and writer) to convert documents form word processing format to PDF format.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	If I am planning to scan documents, I have a scanner wither attached or networked to the computer intended for CM/ECF use.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	I have a PACER login and password.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	I have my Credit Card Authorization form on file with the Clerk's Office.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please contact Jane Murphy (585)263-3148 or [Jane\\_Murphy@nywb.uscourts.gov](mailto:Jane_Murphy@nywb.uscourts.gov) if you have any questions about this checklist.

Please return this checklist along with your registration form to:  
U.S. Bankruptcy Court, Attn: Jane Murphy  
1220 U.S. Courthouse  
100 State Street  
Rochester, NY 14614